

Department of the Army  
United States Army Intelligence Center  
and Fort Huachuca  
Fort Huachuca, Arizona 85613-6000

FH Suppl 1 to AR 380-10

14 November 2001

## Security

### FOREIGN DISCLOSURE, TECHNOLOGY TRANSFER, AND CONTACT WITH FOREIGN REPRESENTATIVES

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**Summary.** This supplement assigns responsibilities and establishes procedures for preparing for foreign visitors within the United States Army Intelligence Center and Fort Huachuca (USAIC&FH). Changes in East-West relations have led to an increase in the number of invitations to visit United States Army Training and Doctrine Command (TRADOC) installations to representatives of countries listed as (DESIGNATED) in AR 380-67, dated 9 September 1988. Contact the Security Division USAIC&FH for updated information on the list.

**Applicability.** This supplement applies to all directorates and staff offices of the USAIC&FH.

**Supplementation.** Further supplementation of this regulation is prohibited.

**Suggested improvements.** The proponent of this supplement is the Security Division USAIC&FH. Users may send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, U.S. Army Intelligence Center and Fort Huachuca, ATTN: ATZS-TPP, Fort Huachuca, AZ 85613-6000.

**Availability.** This publication is available solely on the Fort Huachuca homepage at <http://huachuca-www.army.mil>.

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AR 380-10, 15 February 2001, is supplemented as follows:

Page 84, Appendix J. Add the following after paragraph J-16:

**Section IV**  
**Preparation for Foreign Visitors**

**J-17. Purpose**

This supplement establishes responsibilities, policies, and procedures for preparing for foreign visitors to USAIC&FH. All USAIC&FH elements should be aware of the proper preparation for foreign visitors.

**J-18. Responsibilities.**

a. The Security Division USAIC&FH will establish procedures for handling foreign visit requests.

b. The Protocol Office will coordinate protocol requirements for foreign visits and will task directorates for escort officers.

c. Directorates and staff office chiefs will ensure the policies and procedures contained in this memorandum are implemented and adhered to.

**J-19. Foreign visitor requests.**

a. Any office that receives a foreign visitor request must forward it to the Security Division USAIC&FH immediately.

b. The Security Division USAIC&FH will ensure compliance with the procedures in paragraphs J-19 and J-20 for foreign visit requests and foreign visits.

c. The Security Division USAIC&FH-

(1) Upon receipt through official foreign disclosure channels of a foreign visit request for USAIC&FH:

(a) Will contact the proponent(s) of the requested information and coordinate the releasability of the information in accordance with regulatory guidance.

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(b) Will prepare a memorandum for the Chief of Staff providing the results of the coordination and a recommendation for approval or disapproval of the visit.

(c) Will process the final disposition of the foreign visit thru official foreign disclosure channels.

**d. The Protocol Office-**

(1) Upon approval of a foreign visit request:

(a) Will contact the directorate(s) or staff office(s) to be visited.

(b) Will obtain an acceptance from the directorate for the visit to include a convenient date and time for the visit.

(c) Upon approval will task a directorate or staff office for an action officer and an escort officer.

(d) Direct the designated escort officer to contact the Security Division USAIC&FH for a security briefing pertaining to his/her duties.

**e. The directorate or staff office will-**

(1) Provide an action officer and an escort officer for the Protocol Office tasking. The escort officer must be a US Army officer, or a US Government civilian employee of equivalent grade (GS-7 or above), with a security clearance.

(2) Provide a draft itinerary to the Protocol Office for briefings, demonstrations, and tours during the visit.

**J-20. Foreign visitor action officer procedures.**

The following procedures concerning the briefing and escort of foreign visitors are to be adhered to by all action or escort officers without deviation, unless prior coordination has been made with the Chief, Security Division USAIC&FH.

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a. Determine and monitor the classification level of the briefings, demonstrations, and tours, to be presented to the foreign visitors.

(1) All briefings will be kept at the unclassified level except when prior approval has been obtained from the Chief, Security Division USAIC&FH.

(2) A copy of any classified briefing will be submitted to the Security Division USAIC&FH as soon as possible for review and a decision on its presentation to the foreign visitors.

(3) Copies of unclassified briefings will be submitted to the Security Division USAIC&FH for review if there are any questions on releasability.

b. All unclassified briefings will be conducted at a location other than one of the Sensitive Compartmented Information Facilities (SCIF). The SCIF classrooms may be utilized under some circumstances when necessary; however, the Special Security Officer, Directorate of Information Management, must approve justification for the utilization of SCIF classrooms.

c. All briefings or demonstrations will be presented in a visual or oral format ONLY. The foreign visitor will not keep any printed material or any form of "hard or soft copy" material.

d. All copies of briefings or material from demonstrations requested by the foreign visitors will be delivered to the Protocol Officer for determination of releasability by the Security Division, USAIC&FH.

e. Any questions regarding the release of any information or material to a foreign visitor should be addressed Chief, Security Division USAIC&FH, extension 8-2101/2102.

**J-21. Operation Security (OPSEC) Prototype.**

The OPSEC prototype listed below has been prepared to enhance installation readiness for foreign visitors.

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a. Prior to arrival-

(1) Inform the staff of the proposed visit and areas to be visited.

(2) Advise the supporting 902d Military Intelligence (MI) Group Office of the visit and request any known threat data.

(3) Disseminate threat data to the staff, if appropriate.

(4) Implement protective measures (lists of areas being visited may not be all inclusive).

(a) Eliminate access to classified and sensitive facilities.

(b) Avoid visual access to bulletin boards or planning schedules that reveal the occurrence of sensitive events.

(c) Avoid movement of sensitive equipment that will provide an opportunity for observations or photographing.

b. During visits-

(1) The foreign visitor is an on invited tour; undertake no disruptive action in the name of OPSEC.

(2) Ensure that foreign visitors do not receive unauthorized or inadvertent access to classified or sensitive facilities.

c. After visits-

(1) The supporting 902d MI Group Office should immediately debrief personnel possessing information of possible value to counterintelligence agencies. The Security Division USAIC&FH will advise the TRADOC Deputy Chief of Staff for Intelligence of the intelligence information of significant value.

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(2) The visited directorate(s) will prepare any OPSEC lessons learned and furnish a copy to the TRADOC OPSEC Office.

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